GW Libraries and Academic Innovation | Work Study & Wage Hour Hire Form

Today’s Date________________ Department__________________________________ Start Date________________

New Employee (Y/N)____ GW Student (Y/N)____ Work Study Student (Y/N)____ Rate Change (Y/N)____

Name__________________________________ Sex (M/F)_____ Date of Birth_____________ GWID___________________

U.S. Citizen: (Y/N)____ If No, Visa Status______________________________________________

Address________________________________________ Phone#______________________________

Does employee have, or has ever had another job on campus (Y/N)?_____ If So, Where?________________________

Currently employed there (Y/N)?_____ If not, has the other department submitted the termination (Y/N)?____

PLEASE SEE ATTACHED DESCRIPTION TITLES AND WAGE RATE BEFORE AUTHORIZING

Position Title: (Please Check One) Hours Worked Per Week & Hourly Rate

☐ Level I: Student/Non-Student Assistant I (entry-level) @ $13.25/hour

☐ Level II: Student/Non-Student Assistant II (mid-level) @ $13.75/hour

☐ Level III: Student/Non-Student Assistant III (senior-level) @ $14.25/hour

☐ Graduate Student Assistant I @ $14.75/hour

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Student employees assigned to positions that are financially, safety, or security sensitive may not begin working until they have been notified of the successful completion of their background screening and the hire process has concluded. Relative to the position being filled, will the employee:

☐ Y ☐ N Have access to process/view financial transactions; student/employee records/grades; and/or social security numbers?

☐ Y ☐ N Work in or have access to residence halls or other restricted areas, or have access to university keys?

☐ Y ☐ N Work with or have contact with minors?

☐ Y ☐ N Need to drive a university vehicle?

Direct Supervisor’s Name__________________________________________ GWID__________________

Authorizing Signature, if other than supervisor_________________________________________________________

*Over $15.00 or Limited Term Appointment, AUL/Dept. Head Signature_____________________________________________

* Special Funding (Y/N)?_____ Home org index________________________ Charge org index________________________

* If grant funded, PI Signature__________________________________________________________________________

SUBMIT THE COMPLETED FORM, JOB DESCRIPTION, RESUME, AND SIGNED OFFER LETTER TO hr_lai@email.gwu.edu

Revised 6.1.2018v2
TERMINATION

Today's Date _______________ Department ___________________________ Last Day Worked _______________

Name__________________________________________ GWID____________________________________

This employee was: ☐ Work-Study Student
☐ Non-Student Wage Hour Employee
☐ Student Wage Hour

Reason for leaving (check all that apply):

☐ Resignation ☐ Family ☐ Leaving the Area
☐ End of Temp. Appointment ☐ Health ☐ Military Service
☐ Better Job ☐ Never Worked ☐ Visa/I-9 Expired
☐ Deceased ☐ Gross Misconduct ☐ Terminated for Cause
☐ Departmental Problems ☐ Job Abandonment ☐ Other
☐ FWS Funding Ended ☐ Job Elimination ☐ Not Eligible for Rehire

Authorized By (Please Print)_______________________________________________________________

Supervisor’s Authorizing Signature________________________________________________________
GW Libraries and Academic Innovation Wage Hour Matrix
Effective July 1, 2018

Students or non-students would start at the base rate for that level or at an amount commensurate with their experience. Increases would be yearly and incremental raises would be based on number of semesters worked at the GW Libraries and Academic Innovation. Hourly wage rates will be reviewed once per year in conjunction with the University’s Student Employment Office and the extended Administrative Group. If you are requesting that your student be placed in another level, please submit a new job description.

**Level I - Student/Non-Student Assistant I (entry-level):** Student or non-student employees in this category are hired in all areas of the GW Libraries and Academic Innovation to assist in the clerical tasks of the department. These employees work under direct and close supervision of a manager or supervisor. In most instances, applicants will have 0-12 months of experience. Normal working hours expected, shifts between 9AM-5PM.
**Rate:** $13.25/hour with an increase once per year in $0.50 increments.

Such tasks may include, but are not limited to photocopying, faxing, delivering and sorting mail, answering phones, unpacking, shelving, reading, labeling, sorting and shelving books, and/or periodicals, filing, book deliveries, scanning documents, assisting with exhibits, mailing invitations and brochures, physical preparation of books, hospitality setup and other tasks that may be included.

**Level II - Student/Non-Student Assistant II (mid-level):** Student or non-student employees in this category provide customer service or public service at least a majority (40-60%) of the time, may assist in answering reference inquiries and refer patrons to other departments where needed. They may also arrange, describe and inventory Collections of manuscripts, photographs and other primary documents. Students may also perform troubleshooting with printer problems and assist technicians with computer-related duties. Employees may need to facilitate access, unlock and secure building. Employees in this category receive periodic supervision in the performance of their duties. Workers must have one year of work experience. Working shifts may vary, may include evening and weekends. Resumes need to be included for review.
**Rate:** $13.75/hour with an increase once per year in $0.50 increments.

**Level III - Student/Non-Student Assistant III (senior-level):** Student or non-student employees in this category perform complex duties such as conducting internet searches, use a variety of research databases, may create, update and analyze data in files and spreadsheets, conduct surveys, compile statistics, prepare training manuals, or work in a technical capacity. Use of a foreign language may be required.

Employees in this category receive minimal supervision and are expected to perform in an autonomous manner referring to the manager in unusual circumstances. They may handle some confidential data. Workers must have 2-3 years of experience. Student workers in this category may be expected to work evening or weekend shifts. A resume needs to be included for review.
**Rate:** $14.25/hour with an increase once per year in $0.50 increments.

**Graduate level employees (Graduate Student Assistant I):** Should include resumes and may have 6 months-3 years of job experience apart from their degrees. Graduate students lacking any work experience will start at Graduate Year 1 rate.
**Rate:** $14.75/hour with an increase once per year on $1.00 increments.

**Exceptions:** Please submit a written justification to support your request, if you feel your student employee warrants compensation outside of this plan. The student worker’s resume and job description must be included.

### Salary Grid as of July 2018

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<th>Year</th>
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